

# SCHOOL CALENDAR

## Administrative Regulations

- A. The superintendent will construct a proposed calendar in the fall of the year after having reviewed it with the administrative staff.
- B. In October or November, the proposed calendar will be shared with the entire staff for comments and suggestions along with the officers of the PTO's.
- C. The construction of the calendar will be based on the following guidelines:
  - 1. School will begin either the last week or the second to the last week in August.
  - 2. The day before Thanksgiving will be a half day of school.
  - 3. School will resume the day after New Year's Day except when New Year's Day falls on a Sunday, Thursday or Friday. If New Year's Day falls on a Sunday, school will resume on the following Tuesday. If New Year's Day falls on a Thursday or Friday, school will resume on the following Monday.
  - 4. The spring vacation will occur in a period of four to eight weeks following President's Day.
- D. The superintendent will recommend that the Board receive the proposed calendar for the second year following the current year in February of every year.
- E. The superintendent will recommend that the Board of Education approve the proposed calendar for the second year following the current year at the Board's regular April meeting.
- F. The superintendent will publicize the approved calendar for the entire staff and offices of the PTO following the Board of Education's approval.
- G. The superintendent will publish the calendar with testing dates and other appropriate information prior to the end of the school year.

Adopted November, 3, 1993  
Revised November 6, 1996  
Revised May 15, 2002